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Security

MILITARY WORKING DOG PROGRAM

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OPR: AFSPA/SPLE Mr Bob Dameworth

Certified by: HQ USAF/SP
Col Richard A. Coleman

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This instruction implements AFD 31-2, *Law Enforcement*, and establishes the Military Working Dog (MWD) Program. It explains employment procedures for the MWD Program. This instruction does not apply to the US Air Force Reserve or to the Air National Guard. This instruction contains sensitive information and will not be released outside the Department of Defense (DoD) without the approval of HQ USAF/SPO.

SUMMARY OF REVISIONS

This interim change (IC) 99-1 rewrites paragraph 2.2, MWD Authorizations, Requisitions, and Depositions. This change mandates a baseline of 4-5 explosive detector dogs and two drug detector dogs per installation. The IC also gives guidance for exceptions to the baseline policy. A bar (|) indicates revised material since last edition.

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Chapter 1

FUNCTIONAL AREA RESPONSIBILITIES

1.1. HQ USAF/SP. The Air Force Chief, Security Police develops policy, guidance, and provides oversight as the MWD Program Executive Agent, the incumbent also chairs the Joint Services Military Working Dog Committee (JSMWDC).

1.2. HQ Air Force Security Police Agency (AFSPA). AFSPA manages the US Air Force MWD Program, provides guidance to major commands (MAJCOM), service component program managers and the 341 TRS. AFSPA functions as executive agency (operational) for DoD MWD taskings which support Office of the Secretary of Defense (OSD), US Secret Service (USSS), Department of State (DOS), US Customs Service (USCS), US Drug Enforcement Administration (USDEA) and civilian law enforcement agencies (CLEA).

1.3. HQ Air Education and Training Command (AETC). AETC programs resources to meet DoD requirements for procurement, training, and distribution of military working dogs; handlers, trainers, and kennel masters.

1.4. 341st Training Squadron (341 TRS). This unit is subordinate to HQ AETC. Because it supports the DoD MWD Program, this unit receives policy and operational guidance from HQ USAF/SP and HQ AFSPA. This unit:

1.4.1. Provides trained MWDs to meet DoD requirements.

1.4.2. Provides HQ AF/SPO AND HQ AFSPA with monthly reports concerning filled MWD requirements and those remaining unfilled.

1.4.3. Trains MWDs, handlers, trainers and kennel masters to meet DoD requirements.

1.4.4. Researches methods to improve training and utilization/employment of MWDs.

1.4.5. Provides technical assistance to MAJCOMs and Services as requested.

1.4.6. Maintains current status of all DoD MWDs.

1.5. Major Commands (MAJCOM). MAJCOMs will provide guidance to subordinate units, approve variances to the MWD standard, and task units to support OSD, USSS, DOS, USCS, DEA and CLEA requests.

1.6. Chief of Security Police (CSP). Implements programs to effectively use MWD (team) patrol and detection capabilities.

1.7. Kennel Master. Ensures training, validation testing, and certification is accomplished for each MWD team. Maintains kennels, ensures MWDs are properly cared for, and handlers are knowledgeable of responsibilities. Responsible for the timely and accurate completion and maintenance of forms associated with the MWD program.

Chapter 2

PROGRAM RESPONSIBILITIES

2.1. Purpose of MWD Program. Provide security police units the capability to enforce military laws and regulations, suppress the use of illegal drugs, detect explosives, and protect installations and resources during peace time, in time of war and in support of operations other than war.

2.2. MWD Authorizations, Requisitions, and Dispositions. As a baseline, installations are authorized 4-5 explosive detector dogs and two drug detector dogs. Exceptions to this policy could be based on operational requirements, existing manpower/MWD authorizations, base population/geography, or other unit specific requirements. Exceptions will be staffed as variances and will be approved by the MAJCOM SF. Variances for drug detector dogs which exceed one-third of the unit's total MWD authorization must be coordinated through HQ AFSFC. Objective wing manpower standards will specify manpower authorizations for kennel masters, trainers, and handlers. Changes are staffed as variances. Requests for MWDs which exceed objective wing MWD manpower must also include an appropriate manpower variance. AFMAN 23-110, USAF Supply Manual and AFJI 23-224 (formerly AFR 400-8), DoD Dog Program, provide guidance on acquisition and disposition of MWDs.

2.3. Certification of MWD Kennel Masters, Handlers, and Trainers.

2.3.1. Kennel masters and trainers must be graduates of the MWD Supervisors' Course No. L3AZR3P072A-002 or 003 or be scheduled to attend the course within 90 days of their assignment as a kennel master/trainer. Refer to AFCAT 36-2223 for course prerequisites.

2.3.2. MWD handlers must attend the MWD handler course. Handlers that received patrol dog handler training only must complete on-the-job training (OJT) before being assigned duties as a drug or explosive detector dog.

2.3.3. Local detector dog OJT will be conducted IAW the training package provided by MAJCOM program manager.

2.4. Permanent Administrative Records. The kennel master maintains the following permanent administrative records.

2.4.1. DD Form 1834, **Military Working Dog Service Record.** The 341st TRS initiates this form, which stays with the dog throughout its lifetime. If the form must be reaccomplished or a continuation form is required, the original will be attached to the new form.

2.4.2. AF Form 321, **Military Working Dog Training and Utilization Record.**

2.4.3. AF Form 323, **Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs.**

2.4.4. AF Form 324, **Military Working Dog Program Status Report** (RCS: HAF-SPO(SA) 7602). This report is due to HQ AFSPA by 31 January and 31 July each year. MAJCOMS will review reports for accuracy prior to forwarding to HQ AFSPA. MAJCOMS will establish not later than dates for their review.

NOTE:

Refer to the MWD Manual for specific information on these and other program specific forms.

2.5. Safety Procedures. Follow safety procedures to protect MWDs as well as people who come in contact with MWDs. For example:

- 2.5.1. Establish and enforce controls to prevent MWDs from getting loose in the kennels.
- 2.5.2. Keep a safe distance between MWD teams while in the training area.
- 2.5.3. Do not use a leash to secure the MWD to any object.
- 2.5.4. Never secure an MWD to a vehicle for any reason.
- 2.5.5. Before entering veterinary clinics, permission will be granted by clinic staff. Muzzle dog before entering.
- 2.5.6. Check dog frequently if it is left temporarily unattended in a temporary kennel or shipping crate.
- 2.5.7. Use only the leather collar and kennel chain to stake a dog out.
- 2.5.8. Do not secure dog to any movable object, especially a vehicle.
- 2.5.9. Do not stake the dog out where it could injure itself or others.
- 2.5.10. Stake dogs or place shipping crates in the shade.
- 2.5.11. Remove choke chain while dog is in a kennel run or shipping crate.
- 2.5.12. Always adhere to the "One-Way" system while in the kennel area.

2.6. Transporting MWDs in Vehicles. Place removable signs worded, "Caution--Military Working Dog," on each side of any vehicle used to transport MWDs. In foreign countries, the sign must be lettered in the primary language of the host country.

- 2.6.1. Assign the mobile MWD team a law enforcement sedan or other passenger-type vehicle (Blazer, Bronco or Jeep Cherokee). In hot climates, assigned vehicles must be air-conditioned. Pickup trucks may be used, but the dog will ride in the cab with the handler. Do not use portable kennels in the bed of the pickup truck. While patrolling, the dog may be off leash in the rear seat area; the dog will not be tied to the vehicle. Use a stable platform (with a nonskid surface) to help the dog maintain its balance. Commercial canine vehicle inserts are recommended for use in law enforcement sedans.
- 2.6.2. Do not use law enforcement vehicles used to transport stray animals to transport MWDs for any reason until they have been sanitized according to veterinarian instructions. Do not use MWD handlers or kennel support personnel to capture stray animals or maintain base stray animal shelters or pet boarding facilities.
- 2.6.3. During hot weather, do not leave an unattended dog in a vehicle for any period. If a handler needs to leave the dog in a vehicle during cooler weather, make certain the windows are lowered no more than six inches and the doors are locked.
- 2.6.4. MWDs may be transported in privately owned vehicles if the CSP authorizes it.

2.6.5. A veterinary health certificate must accompany the dog when it is shipped across state lines or international borders. Health certificates are valid for ten days only, if travel is delayed, issue another certificate.

2.6.6. When dogs are shipped in crates, mark the crate with the name and brand number of the dog, and a sign to read: "DANGER, MILITARY WORKING DOG." Load crates for maximum ventilation and never place baggage on top of or around a crate. Do not load dogs into crates which have been standing in the sun. When transporting MWDs in shipping crates during hot weather, use air-conditioned or well-ventilated vehicles. Ensure you provide an adequate supply of fresh water for the dogs.

2.6.7. Ship the dog as excess baggage when traveling on commercial aircraft. Kennel masters will check with the base transportation office and complete all required forms when MWDs are shipped unaccompanied. The shipper will attach detailed instructions to the crate describing how to feed and water MWDs, attend the dog until it's loaded onboard the aircraft. Never place the crate on top of other baggage or stack crates more than two high. Do not lock shipping crates; however, ensure they cannot be opened inadvertently.

2.6.8. Handlers will escort and care for MWDs moved on military aircraft. Contact local passenger service representatives for instructions. If kennel facilities are required during stopovers at other bases, coordinate in advance with the local kennel master. Do not route MWDs through Guam, the United Kingdom, and other locations with animal quarantine regulations.

Chapter 3

CONTROLLING AND USING MWDS

3.1. Controlling MWDS. Handlers will maintain positive control of their MWD at all times. When applicable, handlers will ensure persons are warned of the danger potential associated with an MWD. Do not allow people to pet MWDS.

3.1.1. Keep MWDS on leash except when they must bite and hold a suspect or search an unoccupied building. Always maintain positive control of dogs when off leash. Before releasing the dog to search a suspected unoccupied building, give a verbal warning stating you are about to release the dog.

3.1.2. During the following situations, handlers must warn people their dog is trained to bite and hold with or without command:

3.1.2.1. Challenging an individual.

3.1.2.2. Approaching a suspect.

3.1.2.3. Checking a person's identification.

3.1.2.4. Participating in any situation that requires the handler to divert their attention from control of the dog.

3.1.3. Relinquish control of your dog only to other trained handlers or veterinary personnel who are competent to handle the animal.

3.2. Releasing MWDS. Release of an MWD to bite or allowing it to bite while on leash, although considered use of force, is not considered use of deadly force. Use the minimum force necessary to accomplish the task. MWD teams will not be assigned operational duties until the handler validates through training that the dog will stand off upon command and obey the commands OUT and HEEL.

3.2.1. Before releasing an MWD, make sure the dog has identified the same target that the handler is releasing it to bite and hold. Give the warning order, "Halt or I will release the dog." Warn bystanders to cease all movement before releasing the dog. In foreign countries, give this order in the primary language of the host country.

3.2.2. The handler must follow the dog as closely as possible when the MWD is released to bite and hold. If the suspect stops or indicates surrender, call the dog off the pursuit. If the dog fails to come OUT or HEEL, regain immediate control of the dog. Use extreme caution when removing an MWD from a suspect. Regain and maintain leash control of the dog until it has become calm enough to obey commands to HEEL and STAY.

3.2.3. Handlers will not release their dogs if the suspect is not in sight, except as specified in paragraph **3.1.1**. Handlers will not release MWDS in areas where children are present, except as a last resort short of the use of deadly force. Do not release MWDS into a crowd of people.

3.3. Using MWDS. Each CSP will establish local procedures on employment of MWDS. These procedures must conform to the restrictions of this instruction, applicable status of forces agreements, or other country-to-country agreements

Chapter 4

MWD TEAM TRAINING

4.1. MWD Team General Proficiency Training. As an Air Force standard, each duty cycle should include a minimum of 4 hours of proficiency training. When possible, conduct training on post. Refer to the MWD Manual for additional information.

4.1.1. Kennel masters and trainers will conduct patrol and explosive/narcotics detection training. Patrol training includes training on the obstacle course, unless the local veterinarian waives the requirement for medical reasons. See the MWD Manual for training procedures on gunfire, obedience, and aggression.

4.2. MWD Team Detection Training. The 341st TRS determines the final response and reward to certify the dog on. The unit will inform the 341st TRS dog training section of any change to the final response or reward. Kennel masters will ensure DDDs are not trained to detect explosives. Do not train drug and explosive detector dogs in the same areas unless at least 24 hours has elapsed.

4.2.1. With MAJCOM approvals, field units may locally train and certify patrol dogs with high prey drive as drug detector dogs. Explosive detector dog washouts will never enter into drug detector training and vice versa. Once local training is completed, the dog must initially certify as a detector dog. Initial certification requirements are more stringent than probable cause certifications. The 341st TRS must certify locally trained explosive detector dogs; the requesting unit will pay for associated temporary duty (TDY) expenses. A master sergeant or above, knowledgeable of the MWD Program, may certify locally trained DDDs. Request guidance from 341 TRS, Dog Training Section for specific training protocol and qualification requirements.

4.2.2. After locally trained detector dog teams are certified, forward a letter to the responsible MAJCOM requesting a change in National Stock Number (NSN). The MAJCOM will forward an endorsed copy of the letter to the 341st TRS and return the original to the unit. If approved, the unit will process the request through base supply channels. When approved at base supply level, annotate the new stock number change on the DD Form 1834.

Chapter 5

EXPLOSIVE TRAINING AIDS

5.1. Explosive Training Aid Safety Precautions. Handling explosives is dangerous. Follow mandated safety requirements when training EDDs. Do not conduct training unless detailed operating instructions including safety procedures are developed.

5.1.1. The CSP will ensure personnel are trained in safely storing, transporting, and handling explosive training aids. Explosive ordnance disposal (EOD) or explosives safety personnel should conduct the training. If these personnel are unavailable, the kennel master will develop a quarterly safety briefing (with the help of ground safety personnel) and document all personnel involved in EDD training. Briefings will address requirements in AFI 31-209, *Air Force Resource Protection Program* (formerly AFRs 125-6, 125-17, 125-37, and 355-11); AFI 91-201, *Explosive Safety Standards* (formerly AFR 127-100); and Technical Order (TO) 11A20-16-7, *Canine Explosive Scent Kit*, 24 April 1986. Take the following actions before removing explosive training aids and setting up training exercises.

5.1.1.1. Coordinate in advance with the training location facility owners to minimize disruption of operations.

5.1.1.2. Contact base weather office before each training session. Do not conduct training when lightening is reported within 3 miles of the training area.

5.1.1.3. Notify the fire department, safety office, and the law enforcement desk of the training location and route of travel to and from the location. Also brief the amount and type of explosives you intend to use.

5.1.1.4. Post proper fire symbol signs around the training area so they are clearly visible from all avenues of approach.

5.1.1.5. Post warning signs stating "Danger--Explosive Dog Training in Progress--Keep Out." Locally manufacture signs to measure approximately 3 by 3 feet, with red letters on a white background. If in a foreign country, ensure the sign reflects this warning in the primary language of the host nation.

5.1.1.6. Evacuate all persons (not actively involved in training) to a distance of at least 100 feet from the explosives.

5.1.2. Transport and handle explosive training aids as specified in AFI 91-201.

5.1.3. Do not place explosive training aids near heat or spark producing items, such as electrical wiring, radiators, electric heaters, heating vents, engine blocks, or exhaust systems.

5.1.4. Do not exceed the net explosive weight (NEW) of seven pounds (total quantity) in any one training exercise. When using multiple training aids, place them at least ten feet apart. Chlorates are not included in the total weight limitation. **EXCEPTION:** The 341st TRS NEW limit is ten pounds.

5.1.5. Leave aids in place only for the time necessary to ensure effective odor dispersion, search, and recovery. Keep aids under surveillance at all times. Collect all aids and conduct an inventory immediately after training.

5.1.6. When handling nitroglycerin based dynamite, personnel must wear protective gloves.

5.1.7. Use approved dehumidifiers and electric heaters in storage facilities to control temperature and humidity.

5.1.8. Contact EOD or munitions personnel if there is any question about the safe or stable condition of any training aid.

5.2. Explosive Training Aid Acquisition, Turn-In, and Storage. Units with EDDs will conduct proficiency training using sodium and potassium chlorates and those explosives itemized in the Canine Explosives Scent Kit as listed in TO11A20-16-7.

5.2.1. Obtain chlorates through medical supply channels or local procurement; one pound of each chlorate substance is authorized per kennel facility. Repackage chlorates in four to eight-ounce training aids.

5.2.2. Store chlorates as specified in AFI 91-201 and the information provided on the container. It is permissible to store chlorates at the kennel facility when packaged in moisture proof containers. Do not mix or cut chlorates with other substances as this may result in an explosive or spontaneously combustible mixture. Package training aids in moisture proof containers.

5.2.3. The CSP will ensure:

5.2.3.1. Training aids are available and that procedures for issue and turn in are developed and followed.

5.2.3.2. Turn-in and storage are coordinated with the installation munitions supply officer (MASO).

5.2.3.3. Explosives are stored according to AFIs 31-209 and 91-201.

5.2.3.4. MAJCOMs complete arrangements for explosives supply and support before EDDs are assigned.

5.2.4. Security police personnel are prohibited from cutting or dividing explosives training aids except, detonator cord, smokeless powder, and chlorates, which may be repackaged as necessary. Contact EOD for guidance.

5.2.5. Replace training aids as needed. Order all training aids according to AFCAT 21-209, *Ground Munitions*. Contact munitions storage personnel immediately to dispose of damaged or unsafe explosives. Consider chlorates contaminated and possibly hazardous if spilled or exposed to moisture. Comply with local environmental requirements for disposal of chlorates.

Chapter 6

DRUG TRAINING AIDS

6.1. Physical Security Requirements of Drug Training Aids. 21, Code of Federal Regulations (21 CFR), Section 1301.72, Physical Security Controls for Non-Practitioners; Narcotic Treatment Programs and Compounders for Narcotic Treatment Programs; Storage Areas, current edition, establishes physical security requirements for drug training aids. Apply those physical protection and control procedures established by 21 CFR to prevent misuse or theft of controlled substances used as training aids. The CSP will appoint primary and alternate drug custodians in writing. Refer questions to MAJCOM, HQ AFSPA, or the nearest DEA office, Compliance Division.

6.2. DEA Registration Procedures. Register units located within the CONUS, Hawaii, Guam and Puerto Rico with the DEA prior to requesting drug training aids. The Naval Criminal Investigative Service Regional Forensic Laboratory - Norfolk VA (NCISRFL) has sole responsibility for issue and final disposition of drug training aids.

6.2.1. DEA will authorize each registered unit to routinely order marihuana, hashish, cocaine and heroin. Units with a documented need for methamphetamine will submit a separate request to NCISRFL through the MAJCOM/SP justifying a need for the substance. The MAJCOM/SP or MWD program Manager will indorse the request and forward it to NCISRFL. DEA controlled substance codes are marihuana (code 7360), hashish (code 7367), cocaine (code 9041), heroin (code 9200) and methamphetamine (code 1105). Use only these codes. Each unit possessing drug training aids will maintain a current copy of the Code of Federal Regulations (CFR) 21, part 1300 to End. Obtain CFR 21 by contacting the Government Printing Office, Superintendent of Documents, Mall Stop 550P, Washington, DC 20402-9328.

6.2.2. Overseas units are required to register only with the NCISRFL. The CSP will forward request for registration to NCISRFL through the MAJCOM/SP or MWD Program Manager. The MAJCOM indorses the request and forwards to NCISRFL. The letter will include the installation location (country), number of DDDs authorized and the rank, name and SSAN of the primary and alternate drug training aid custodians. Both primary and alternate custodians must be US military members.

6.2.3. Process requests for initial DEA registration through the MAJCOM/SP or MWD Program Manager to NCISRFL. NCISRFL will forward a protocol letter to the primary custodian containing detailed instruction. The custodian will then forward the protocol letter and DEA form 225 to the DEA. Upon receipt of DEA registration, the primary custodian will forward DEA form 222 and letter of request for drug training aids to NCISRFL through MAJCOM/SP (contact NCISRFL for guidance on request letter).

6.3. Procuring Drug Training Aids. Each registered unit will use DEA Form 222, **Controlled Substance Order Form (Type B) and NCISRFL Request Letter**, to procure drugs. (Obtain forms from the DEA Headquarters, 700 Army Navy Drive, Arlington VA 22202-0002.). Before ordering methamphetamine, modify DEA registration and ensure the kennel master or trainer are graduates the MWD supervisor's course (L3AZR81172A-002).

6.3.1. NCISRFL is the sole provider of drug training aids. Address correspondence and packages will be; Director, Attn MWD Section, Naval Criminal Investigative Service Regional Forensic Laboratory, 9079 Hampton Blvd. Ste 110, Norfolk VA 23505-1098.

6.3.2. Send all training aids transferred between units and NCISRFL registered mail or hand-carry.

6.3.3. Training aids are issued in the form of pre-packaged tamper resistant kits.

6.3.4. When request is received by NCISRFL, the appropriate number of kits will be shipped to the primary custodian accompanied by a CONSTRUCTION/RECEIPT OF TRAINING AIDS form.

6.3.5. Only the primary or alternate custodians will open the training aid shipping container/package. A checklist will be affixed to the outer wrapper. Follow these procedures when opening the inner wrapper.

6.3.6. Examine inner wrapper, if tampering is suspected, report it immediately to the CSP, proceed no further. Open package if no discrepancies are observed.

6.3.7. Inventory total contents. Compare serial numbers listed on the CONSTRUCTION/RECEIPT OF TRAINING AIDS form with the numbers on each training aid container. Report discrepancies to the CSP and NCISRFL immediately.

6.3.8. Weigh each container to verify the weight listed on the receipt form.

6.3.9. Record all required data on AF Form 1205, **Narcotic Training Aids Accountability Record**. Do not repackage training aids or break seals.

6.3.10. Annotate DEA form 222 (copy 3) with the date received and number of containers of each substance.

6.3.11. Sign and return one completed copy of the CONSTRUCTION/RECEIPT OF TRAINING AIDS form to NCISRFL.

6.3.12. Establish and maintain an accountability folder for each separate narcotic substance received. Each folder will contain copies of DEA form 222, AF form 1205, DEA form 41 and NCISRFL Construction/Receipt of Training Aids form. Also include a copy of NCISRFL Training Aid Recall Letter when applicable.

6.4. Qualitative Analysis. Only NCISRFL will conduct qualitative analysis. If a training aid becomes damaged, leaks or becomes suspect due to repeated failure by dogs to respond during training, separate aid(s) from others. Report the damaged or suspect training aid to the CSP. If deemed necessary, the CSP will initiate investigation. Send a message or letter to NCISRFL through the MAJCOM/SP. The message will include the type, weight, and serial number of the training aid. Include circumstances surrounding the situation as well as both commercial and DSN phone numbers for the primary custodian. Do not return the training aid to NCISRFL until directed to do so.

6.4.1. Upon receipt of disposition authority from NCISRFL, complete DEA form 222 (copies 1 & 2) and NCISRFL TRAINING AID EXAMINATION DISPOSITION REQUEST. Overseas units need not complete DEA form 222.

6.4.1.1. Return aid(s) to NCISRFL via registered mail.

6.4.1.2. File copy one of DEA form 222 in training aid accountability folder and forward copy two to the DEA Division Office - if applicable.

6.4.1.3. Log training aid out in daily issue/turn-in log book.

6.4.2. To receive a replacement aid, follow these instructions.

6.4.2.1. Complete DEA form 222

6.4.2.2. Send copies one and two to NCISRFL

6.4.2.3. File copy three in the proper accountability folder

6.4.2.4. Overseas units will complete REQUEST FOR REPLACEMENT TRAINING AIDS letter and forward to NCISRFL.

6.4.2.5. NCISRFL will send replacement aid(s) via registered mail.

6.4.2.6. Upon receipt, log replacement aid(s) as if they were an initial shipment.

6.4.2.7. Return signed copy of NCISRFL CONSTRUCTION/RECEIPT OF DRUG TRAINING AIDS form to NCISRFL.

6.5. Drug Training Aid Weight Checks. The primary drug custodian and a disinterested person (E-5 or above) selected by the CSP will weigh training aids monthly. Conduct the weight check using a calibrated scale. The disinterested person may be assigned to the unit, but must be a different person each month. The training aids' weights are recorded in grams, in a bound (book type) notebook; the disinterested person verifies the exact weight of each training aid and compares it to the weight recorded on the AF Form 1205. Also review the drug training aid issue/turn-in log.

6.5.1. The CSP directs an inquiry according to AFI 31-206 if there is evidence of tampering or an unexplained loss of more than:

6.5.1.1. 0.5 gram of methamphetamine, heroin, cocaine, or hashish aids of all sizes.

6.5.1.2. Two grams of marijuana from an individual training aid weighing 20 grams, one gram from aids weighing 10 grams, 0.5 grams from aids weighing five grams and 0.2 grams from aids weighing three grams.

6.5.2. If there is an explanation for the loss, send a copy of the final report (including actions taken) to the installation commander and the MAJCOM/SP. Regardless of findings, forward a copy of the report and the suspect training aid to NCISRFL.

6.5.3. Maintain a copy of all investigations conducted and associated paperwork in the controlled substance accountability folder.

6.6. Drug Training Aid Inventories and Audits. As a minimum, conduct a drug training aid no-notice inventory annually or when custodians change. The installation commander or designee appoints a disinterested person (master sergeant or above) to inventory all drug training aids and to conduct an audit of training aid accountability folders. Forward the results of the inventory/audit to the installation commander (through the CSP) for review. The primary custodian will maintain the results of each audit/inventory.

6.7. Control of Drug Training Aids. The CSP identifies, in writing, personnel authorized to sign out, possess, and use drug training aids for training. The custodian keeps a log of all training aids issued and returned, to include drug training aid number; date; time; signature of issuing person; signature of person

receiving the training aid; signature of person returning the aid; and signature of person verifying the return of the training aid. The person who receives the training aid is the only one who can return it. The primary/alternate custodian will review the log weekly.

6.7.1. Return training aids the same duty tour they were signed out unless the CSP, operations officer, or other competent authority grant special authorization in advance.

6.7.2. Train personnel authorized to use drug training aids on the protection requirements for controlled substances. Positively control training aids at all times.

6.7.3. Authorize, if necessary, qualified MWD handlers training aids when TDY. Record the authorization to possess drug training aids; specific types; quantities; and training aid numbers on the handler's TDY orders.

6.7.4. Send drug training aids to the TDY destination after the handler arrives or hand carry aids as appropriate.

6.7.5. If travelling to a destination requires interruption, coordinate in advance with the nearest military installation or civilian police agency to secure training aids. Use the AF Form 1297, **Temporary Issue Receipt**, as documentation.

6.8. Final Disposition of Drug Training Aids. Local destruction of training aids received from NCISRFL is not authorized. Follow guidance provided by NCISRFL and paragraph 6.3. to return old and receive new training aids. For units still in possession of training aids issued by the 341 TRS, local destruction of training aids is authorized if not prohibited by state environmental laws. Destroy these training aids by flushing or burning and have a disinterested E-7 or above witness the destruction. Record destruction on AF Form 1565, **Entry, Receipt and Destruction Certificate**, and file the original copy in the appropriate Training Aid Accountability Folder.

6.9. Revalidation of Training Aids (Recall). Accomplish revalidation of drug training aids every two years unless otherwise directed or required. Training aids used by the 341 TRS will be recalled every six months. NCISRFL will initiate revalidation through correspondence in the form of a recall package.

6.10. Change of Primary Custodian. When a unit is notified of the impending departure of the primary custodian, prepare a legal power of attorney for the purpose of ordering DEA forms and drug training aids. The power of attorney will enable the alternate custodian or other named persons to order forms until a new custodian is appointed and the new registration is received. It is not necessary to immediately apply for a new registration certificate; accomplish this by including the new custodian's name, when processing next renewal application.

6.10.1. File the certified power of attorney with the drug custodian appointment letter. Send a copy of the power of attorney to NCISRFL through the MAJCOM/SP.

6.10.2. Overseas units will prepare NCISRFL TRANSFER OF MWD TEAM DEA REGISTRANT form to NCISRFL through MAJCOM/SP.

6.10.3. If authorizing the alternate custodian to send or receive drug training aids from NCISRFL, prepare a legal power of attorney and forward the original to NCISRFL. The primary custodian will sign the power of attorney. File a copy of this document with the drug custodian appointment letter.

Chapter 7

MWD PERFORMANCE STANDARDS AND VALIDATION TESTING

7.1. Standards. MWD teams are measured against minimum performance standards. Specific tasks are managed in degrees of importance; Critical, Semi-Critical and Non-Critical.

7.1.1. Teams consistently failing critical tasks at minimum standards degrade their operational effectiveness. MWDs failing to meet the minimum standards on three consecutive training days without reason must enter extensive remedial training. If remedial training is unsuccessful, take the action outlined in paragraph 7.3. Critical tasks are STAY, FALSE RUN, BITE AND HOLD, STAND-OFF, SEARCH AND BITE AND HOLD, SEARCH AND CALL BY, BUILDING SEARCH, SCOUTING and PATROLLING, VEHICLE PATROL, and GUNFIRE.

7.1.2. Teams failing semicritical tasks will not seriously degrade their overall operational effectiveness. These teams must, however, receive corrective training to eliminate or reduce the deficiency. Semicritical tasks are the SIT, DOWN, HEEL and ESCORT.

7.1.3. Teams failing noncritical tasks may affect their efficiency, but not degrade their overall performance. The obstacle course task is the only noncritical task.

7.1.4. Conduct patrol dog evaluations at least annually. Refer to the MWD manual for specific guidance on minimum performance standards.

7.2. Validation Testing. Validation testing is a tool to evaluate detector dog team proficiency. Do not use validation tests as additional training exercises. These tests are conducted annually. Refer to MWD Manual for guidance on conducting validation trials.

7.3. Formal Decertification Process. Initiate formal decertification action (changing the NSN) if the dog fails to maintain detection standards or is unable to perform initial critical patrol dog tasks.

7.3.1. The kennel master conducts additional training to correct deficiencies, maintains accurate records of actions taken, and initiates decertification actions when you cannot correct problems. The kennel master initiates decertification actions when:

7.3.1.1. Long-term or unacceptable medical problems prevent the dog from performing critical tasks. If the dog is a detector, use it as long as the medical problem does not interfere with the detection role. Dispose of the dog according to AFR 400-8 if the medical problem impacts the use of the dog in a secondary role.

7.3.1.2. A dog fails to perform initial critical patrol dog tasks or to maintain detection averages and in-depth training fails to correct problems. Initiate decertification actions if little progress is made within 30 days, or the kennel master determines the problems are not correctable.

7.3.1.3. A dog cannot perform one or more critical tasks within 90 days after the start of follow-on training.

7.3.2. The kennel master will prepare a documentation package, if decertification is necessary. The CSP will indorse the package and send it to the MAJCOM/SP. The package will include:

7.3.2.1. The apparent cause of the existing problem.

7.3.2.2. A statement from the veterinarian if the dog's physical condition is the cause of the problem.

7.3.2.3. A summary of retraining efforts.

7.3.2.4. Copies of AF Forms 321 and 323 and DD Form 1834.

7.3.2.5. The dog's minimum, maximum, current, and estimated weight range (from medical records).

7.3.2.6. Past and current reward schedules.

7.3.2.7. Other information relating to the problem. Include the dog's response and percentage of efficiency on each trained odor for detector dogs.

7.3.3. Base supply adjusts the military standard requisitioning and issue procedures (MILSTRIP) as specified in AFR 400-8 if the dog cannot be used.

7.3.4. The MAJCOM/SP ensures a decertification package is properly justified and local units have made every effort to correct the problem. The MAJCOM/SP can make exceptions for a dog's failure to upgrade during follow-on training based on all available facts. In these cases, the package is annotated and returned to the unit. If an exception is not granted, the package is forwarded to the 341st TRS for review.

7.3.5. The 341st TRS helps field units correct training problems and recommends additional training as necessary. The 341st TRS reviews decertification actions to determine when to return the dog to them for evaluation. If dogs are returned, the 341st TRS may direct decertification, further training, or assign the dog as a training aid. If additional training corrects the problem, 341 TRS will recertify the dog and with MAJCOM/SP approval, return it to the original unit, or reassigned it to another unit. The 341 TRS will annotate DD Form 1834 to reflect the reason for removal or decertification and change the NSN.

Chapter 8

MWD EMPLOYMENT

8.1. Law Enforcement. MWDs seek, detect, bite and hold, and guard suspects on command during law enforcement patrol activities. They deter attack and defend their handlers during threatening situations. They can assist in crowd control and confrontation management, as well as search for suspects both indoors and outdoors.

8.2. Drug Suppression. MWD teams specially trained in drug detection support the Air Force goal of a drug free environment. Their widely publicized capability to detect illegal drugs deters drug use and possession, and is a valuable adjunct to a Commander's other primary tools such as urinalysis and investigation.

8.3. Explosive Detection. MWD teams are exceptionally valuable in antiterrorism operations. They can detect unexploded ordnance, search bomb threat scenes, and augment EOD capability. Do not use EDDs to confirm or clear suspicious packages or objects unless no other means of inspection is available.

8.4. Air Base Defense and Contingency Operations. In warfighting roles, MWD teams provide enhanced patrol and detection capability to perimeter and point defense. In bare base operations, deploy MWDs as a sensor system. Given the ranges of potential contingencies, drug and explosives detection are also valuable added capabilities in these environments since they are patrol dogs first and detector dogs second.

8.5. Physical Security. Although not specifically tasked for peacetime physical security roles, the MWD team can augment in a detection role, temporarily replacing inoperative sensor systems, patrol difficult terrain, and deter potential intruders.

8.6. Employment. Select posts with first consideration given to the dog's keen sense of smell. Dogs are most effective during night time hours and areas of minimal activity. Rotate MWD teams through all appropriate posts meeting operational needs and to maintain proficiency of the MWD team. Refer to the MWD Manual for further information on MWD employment.

8.7. Competition Outside DoD. MWD teams are encouraged to take part in public demonstrations and competitions conducted by civil or military police agencies. Demonstrations by explosive detector dogs are highly discouraged as it may generate prank bomb threats. When competing in civilian competitions, handlers will not allow their dogs to negotiate obstacles higher than those used at home station.

8.8. Searches. The person having command authority over the installation may authorize detector dogs to search for drugs or explosives throughout the installation. The base staff judge advocate (SJA) will provide specific guidance on conducting searches. Do not use detector dogs to search a person. Coordinate searches of postal facilities with the base SJA.

8.8.1. The person authorizing a search must have confidence in the detector dog's ability to successfully detect the odor of drugs in the case of DDDs, and explosives in the case of EDDs. To provide that assurance, maintain the following information for each detector dog in a probable cause folder:

8.8.1.1. A general record of the training and experience of the team (AF Form 321).

8.8.1.2. A detailed record showing the number of checks or searches, by date, locations, responses, and finds (AF Form 323).

8.8.1.3. A record showing when the search authorizing authority reviewed these records. The search authorizing authority should review each folder at least quarterly and document the results by signature and date.

8.8.1.4. A certification letter, which shows the search-granting authority or delegated authority witnessed a detection demonstration, including the date, the substance used, and results of the team's effort. The demonstration includes each substance the dog is trained to detect and a residual odor test (DDD's only).

8.8.1.5. Prepare quarterly summary statement confirming the reliability of each detector team. Include the total time spent by the team in actual and training searches in each area shown on the AF Form 323, and for each type of drug or explosive used. The summary must agree with other facts in the file and include the validation test percentage of accuracy. This record also accompanies DoD teams when on TDY.

8.8.2. In the CONUS use dogs to inspect or search military aircraft, cargo, household goods, and baggage. At special foreign clearance bases where customs inspections are conducted, use dogs to search the luggage of DoD and DoD-sponsored personnel and the luggage of other passengers and crew carried aboard DoD aircraft.

8.8.3. DoD teams are authorized to provide detection support to civilian law enforcement agencies as long as the support incurs no cost to the government and does not impact on unit readiness. Provide MWD support for activities directly related to detecting and monitoring the air, land and sea transit of illegal drugs. Conduct joint training at land border crossings, international air and sea ports and other designated drug interdiction areas when approved by proper authority.

8.8.4. EDD teams primarily respond to bomb threats and serve as a deterrent through random searches. Use the following guidance when responding to bomb threats or situations where you suspect the presence of explosive devices.

8.8.4.1. Evacuate the area depending on the threat received, local policy, and/or when ordered by base officials. The on-scene commander should detail a limited number of personnel from the affected facility(s) to conduct an interior search of all areas looking for items which appear unusual or out of place. Report any findings to EOD.

8.8.4.2. Do not move or disturb anything unless you can positively rule it out as an explosive device.

8.8.4.3. If lights or other electrical or mechanical appliances are on, leave them on. If lights are off, leave them off until the search is completed.

8.8.4.4. Visually survey the entire area before initiating a systematic search.

8.8.4.5. Note areas where the dog shows significant interest, but failed to give a response so EOD can conduct follow-up searches.

8.8.4.6. Do not touch or retrieve suspected objects or allow the dog to scratch, paw, or bite at the object.

8.8.4.7. When the dog responds during an actual search, immediately mark the area and notify EOD personnel. Do not move, open, or tamper with any objects. If EOD personnel are not immediately available and you must neutralize a suspected explosive device (or limit the effects of a possible explosion), erect barricades of sandbags, mattresses, or other nonfragmenting material around the device. CAUTION: Do this only in cases of extreme necessity.

8.8.4.8. If the dog responds to a nonexplosive item, provide the 341st TRS with all the available data, including sample material (if possible). Evaluate each EDD assigned and record the reactions. Inform the appropriate MAJCOM and HQ AFSPA/SPLE; the 341 TRS will conduct tests and provide the results to the MAJCOM, through HQ AFSPA/SPLE.

Chapter 9

KENNEL FACILITIES AND CARE OF MWDS

9.1. Kennel Facilities. Suitable kennels, support equipment, and explosives storage facilities (if EDDs are assigned) will be available before MWDs are shipped to an installation. Kennel facilities require:

- 9.1.1. Adequate ventilation, cooling, and heating.
 - 9.1.2. Minimal noise levels. Do not locate kennels near runways, taxiways, engine test cells, small arms ranges, or other areas where the time weighted overall average sound pressure level for any 24-hour period exceeds 75 adjusted decibels.
 - 9.1.3. Areas without infestations of mosquitoes, ticks, and rodents.
 - 9.1.4. Kennel designs for various climates are available from the 341st TRS. Coordinate new construction planning documents and renovation actions with the supporting veterinarian.
 - 9.1.5. Proper kennel maintenance requires frequent inspection and correction of discrepancies. Kennel masters, trainers, and handlers must maintain the kennels according to the MWD Manual.
 - 9.1.6. A secure training area is required for patrol and patrol/detector MWDs for advanced obedience and off-leash control training. Choose an area close to the kennels that meets the standards outlined in the MWD Manual.
 - 9.1.7. Post All sides of the kennel and training areas with warning signs. Use the AFVA 125-21, **Warning Military Working Dog Area Do Not Enter**, or locally produced signs. In foreign countries, translate signs into the host country language.
 - 9.1.8. Do not allow pets, stray animals, or unit mascots in the MWD facility or training area. Do not collocate stray animal facilities with, or operate as part of, the MWD facility.
- Do not use handlers or kennel support personnel to staff the functions of stray animal facilities, shelters or pet lodging activities.

9.2. Care of MWDs. Arrange duty schedules of handlers and support personnel so kennels are continuously staffed, or such that at least one qualified handler is immediately available. If a qualified handler is unavailable, the kennel master will train other personnel to assist with non-duty hours kennel support.

- 9.2.1. If units have less than five MWDs or do not have enough kennel support personnel assigned, do the following when leaving kennels unattended:
 - 9.2.1.1. Keep a qualified MWD handler or trained kennel attendant on call. Use on-duty handlers for this purpose.
 - 9.2.1.2. Lock the kennel facility. Maintain the keys at a specific location, such as the law enforcement desk for emergency use. Secure kennel runs so as to prevent dogs from opening the kennel run gate.
 - 9.2.1.3. Check kennel facility and each MWD every four hours, or according to locally established procedures.
 - 9.2.1.4. Provide fresh water at each shift change.

9.2.2. The US Army provides veterinary service for MWDs as prescribed by support agreements and AFJI 48-131/AR 40-905, *Veterinary Health Services* (formerly AFR 163-5/AR 40-905). Refer to AFJI 48-131/AR 40-905 for details of veterinary support and emergency veterinary care. The MWD Manual contains additional information. The veterinarian and kennel master will establish sanitation standards and train handlers on first aid. Units must plan for veterinary care when supporting TDY commitments.

9.2.3. Medical records maintained by the veterinarian are permanent records. If the veterinarian does not have an office, the kennel master may store the records. Copies of all correspondence related to euthanasia are kept as part of the medical records. All medical records on deceased MWDs are sent to the 341st TRS. Veterinarians will also complete DD Form 1743, **Death Certificate of Military Dog**. The original is sent to the unit supply officer as the source document for removing the MWD from the unit property record. The first copy is filed in the MWD administrative record. A copy also is filed in the MWD medical records and sent to the MAJCOM if a replacement MWD is requested.

9.2.4. Familiarize handlers with the dog's normal body functions, such as appetite, stools, and normal attitude, and report changes to the veterinarian.

9.2.5. Feed MWDs dog food available through supply channels unless the attending veterinarian approves another type dog food.

Chapter 10

NON-CORE DETECTOR DOG TASKINGS

10.1. General. Executive Order tasks and public law mandates the Department of Defense (DoD) to provide explosive and narcotic detector dog support to civilian law enforcement agencies actively involved in dignitary protection and drug interdiction efforts. As the DoD Executive Agency for Military Working Dog (MWD) program management, Headquarters Air Force Security Police Agency (HQ AFSPA) through delegated authority by HQ AF/SP receives and processes requests for detector dog support from the United States Secret Service (USSS), Department of State (DOS), United States Marshal Service (USMS), DoD Office of Special Events (OSE), United States Customs Service (USCS), Drug Enforcement Administration (DEA) and other non-DoD law enforcement agencies. This chapter provides guidance on issues concerning deployment of detector dog teams in support of requests by non-DoD Law Enforcement Agencies. Direct questions concerning deployment of detector dog teams to the tasked installation's Major Command (MAJCOM) program manager. **Unless otherwise noted, references in this chapter apply to both Explosive Detector Dogs (EDD) and Drug Detector Dogs (DDD).**

10.2. Detector Dog Operations.

10.2.1. Explosive detector dog teams (EDDT) extensively support the USSS protection of the President, Vice President, First Lady along with foreign dignitaries. HQ AFSPA receives requests for support, validates these requests and sources support from the military installation nearest the detection support area with EDDT capability regardless of service component. All initial sourcing is accomplished through the responsible service component or major command MWD program manager. Units identified to provide support but would suffer degradation of mission readiness through temporary loss of an EDDT will be excused from providing support and another unit tasked. Fiscal issues are generally not considered grounds to excuse a unit from providing support.

10.2.2. Process requests for EDD support through AFSPA/SPLE to the Office of the Secretary of Defense, Executive Secretariat (OSD/ES), before committing resources. The requesting agency will submit a letter to OSD/ES explaining the reason for support and how they will reimburse the tasked unit. Once approved by OSD/ES HQ AFSPA will contact the closest DoD unit for support, if their mission allows it. There are exceptions however. If no civilian resources are available, the installation commander may provide EDD teams if immediate action is required to protect life and property.

10.2.3. Before providing non-emergency EDD support to local government police, fire, or disaster officials, accomplish an MWD Explosive Detection Civilian Support Release and Reimbursement Agreement. Coordinate the agreement and requests for assistance with the local SJA. Support provided to non-DoD government agencies is primarily on a reimbursable basis according to AFI 65-601, volume 1, *US Air Force Budget Policies and Procedures* (formerly AFRs 172-1, volume 1, and AFR 172-8); volume 3, *Budget Management for Operations* (formerly AFR 172 1, volume 3); volume 4, *Appropriation Symbols and Budget Codes* (formerly AFR 172-1, volume 4); and volume 5, *US Air Force Budget Investment Appropriations* (formerly AFR 172-1, volume 5); AFR 177-101, *General Accounting and Financial Systems at Base Level*; and AFR 177-102, *Commercial Transactions at Base Level*.

10.2.4. When detector dog teams support civil authorities, inform civil officials of the following requirements:

10.2.4.1. The dog and handler must be used together.

10.2.4.2. The handler must have exclusive control over the detection support effort and complete access to the search area. (EDD only)

10.2.4.3. Handlers perform the sole task of working their dogs and will not take part in any other activity intended to support civil authorities unless specifically authorized.

10.2.4.4. Only the team's drug or explosives detection capabilities will be used. Teams will not track persons, seize evidence, search buildings or areas for personnel, or to pursue, bite and hold, or in any way assist in apprehending, arresting or detaining persons.

10.2.4.5. Teams will not be used to search persons.

10.2.4.6. A representative of the requesting agency or civil jurisdiction must escort the team at all times while working.

10.2.4.7. If the dog responds positively, the handler will advise the agency representative and withdraw or continue other disassociated detection support.

10.2.4.8. An EDD handler will not disarm, or move any actual or suspected explosive device.

10.2.4.9. Advise the requesting agency that the DoD will not accept responsibility for damages resulting from the use of detector dog teams. Handlers will not seize or retrieve evidence, assist in setting up, or maintaining chain of custody, nor engage in any other activities considered as enforcing the law in connection with this support.

10.2.4.10. The handler may, if necessary, testify in civil court. Testimony will be limited to explaining the training received, the past success rates of the dog, the events leading to employment in this particular detection support, and the results of that detection support.

10.2.5. On all EDD team requests, once HQ AFSPA determines that a tasked unit has sufficient resources to provide support, they will prepare a tasking message and transmit it to the responsible unit. The message will contain all information required to prepare temporary duty orders and brief handler(s) on requirements and responsibilities. Whenever possible, initiate pre-departure issues such as orders, canine physical and health certificate etc. immediately upon notification by MAJCOM program manager or HQ AFSPA; waiting arrival of the tasking message could create a logistics log jam since most requests for support have a very short response time.

10.2.6. Immediately upon higher headquarters notification of an EDD support request, the kennel master will determine the most qualified team available. Immediately notify the selected handler and provided the name and phone number of the requesting agency representative to contact. The handler will make immediate contact with the representative. If direct contact cannot be made and you must leave a message, ensure a commercial 24 hour contact number for the handler is given so the representative can return the handlers call. If voice contact is not made with the representative within four hours, the handler will contact the USSS Duty Desk, Washington D.C., (202) 395-4004 and pass their name, travel information and 24 hour contact number.

10.2.7. The tasked unit will also ensure the following is accomplished as expeditiously as possible. (EDD)

10.2.7.1. Prepare temporary duty (TDY) travel orders as determined by HQ AFSPA. Use of blanket or similar type TDY orders is not authorized when traveling in support of the President or Vice

President of the United States. EDD handlers may be diverted or assigned another mission immediately after completing the initial mission. Ensure orders reflect "Variations Authorized".

10.2.7.2. If travel requires the crossing of any state line or country boundary, arrange for immediate veterinary physical of and health certificate for the MWD tasked to support the mission. The MWD's health records and current health certificate will accompany the handler while away from home station.

10.2.7.3. Make travel arrangements for the handler and dog. Team will drive to the detection support area if the enroute distance is reasonable. HQ AFSPA will make the determination whether the team will drive or fly. When flying via commercial air, ensure the dog is shipped as excess baggage. Some airlines exempt the excess baggage fee for detector (search) dogs in general. Inquire at time of check-in. Contact the requesting agency representative and pass all information concerning travel arrangements and arrival time. Sanitize canine shipping crate in preparation for travel (do not use the large metal mobility type crate for these type deployments). Ensure the crate is labeled with the dog's name and brand number. Additionally, label the crate with the warning "**DANGER, MILITARY WORKING DOG**" in red block lettering so it is plainly visible on the top and both sides. Ship MWDs with the leather collar on.

10.2.7.4. A mini van is the standard rental vehicle for use by EDD and DDD teams. Use a government vehicle only with the approval of the requesting agency representative.

10.2.7.5. Ensure EDD handlers take sufficient dog food as well as an extra leash, choke chain and reward food (as applicable) to last the duration of the TDY. All teams will ensure they have a muzzle available at all times throughout the mission.

10.2.8. Once at the mission location, detector dog teams will fall under the operational control of the requesting agency representative.

10.2.8.1. The senior MWD handler will act as the military supervisor and assist the supported agency supervisor(s) as needed. During the security operation briefing (EDD) or mission orientation briefing (DDD), appropriate agencies will distribute identification media and equipment. Handlers will ensure OPSEC and security of the equipment is maintained at all times.

10.2.8.2. Ensure the presence of a supported agency representative or EOD technician at all times when the DDD or EDD team is searching. If an EDD responds to a suspected explosive device, the handler will terminate the search and stand-by outside the affected area. Handlers will not handle or maintain custody of any explosive devices discovered.

10.2.8.3. The EDD team will only search for explosive devices and will not perform duties that may conflict with requirements established under the Posse Comitatus Act. DDD Teams can only search for drug contraband.

10.2.9. Male EDD handlers will wear conservative dark colored business suits. Female EDD handlers will wear a business suits with slacks in lieu of skirts. Certain missions require casual clothing or coveralls. The tasking message will identify clothing requirements. EDD handlers are authorized a civilian clothing allowance. Refer to DFAS-DE Manual 177-373, Vol I, Nov 94, paragraph 33-5, and DoD 7000.14R, Dec 94, Financial Management Regulation, Vol 7, Chapter 7, paragraph 30516.e and f.

10.2.10. All EDD handlers will have an Official Passport. Taskings to support OCONUS missions are not uncommon and rarely have sufficient advance notice to process a passport application. Com-

plete and process an official passport application for EDD handlers immediately upon their assignment to this duty. Contact local MPF for guidance.

10.2.11. Weapons of any type are prohibited while performing duties with any non-DoD agency unless directed otherwise by HQ APSPA/SPLE.

10.2.12. Ensure handler possesses a government or personal credit card with a sufficient line of credit to secure hotel room and rental vehicle.

10.2.13. If confusion or a disagreement on how to search and area occurs, the senior handler will meet with the supported agency representative and attempt to resolve the issue. If a resolution cannot be reached, the EDD team will proceed as directed, unless safety of the team would be compromised. Accomplish a detailed after action report of the incident and forward it through the MAJCOM to HQ AFSPA/SPLE as soon as possible.

If a similar conflict arises with a DDD team, the senior handler/supervisor will attempt to reach resolution with the supported agency. If no resolution can be reached, contact HQ AFSPA/SPLE.

10.2.14. Both EDD and DDD handlers will adhere safety practices at all times.

10.2.14.1. Do not leave MWDs unattended in vehicles, except in an emergency. If a rare situation arises when you must leave an MWD unattended in a vehicle, ensure the MWD remains in view at all times and that adequate ventilation is provided.

10.2.14.2. MWDs will remain on leash at all times while searching and muzzled to and from search areas. Handlers will make every attempt to ensure areas they will search are cleared of non-essential personnel.

10.2.14.3. If you must leave an MWD unattended in a hotel room, you will secure it in the travel crate and post the hotel "Do Not Disturb" sign on the door (exterior) to deter anyone from entering the room. Report damage caused to a hotel room to the supported agency representative and the MAJCOM MWD program manager immediately. Once the mission is complete, forward a detailed after action report to HQ AFSPA/SPLE through the MAJCOM.

10.3. Forms Prescribed. AF Form 321, **Military Working Dog Training and Utilization Record**; AF Form 323, **Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs**; AF Form 324, **Military Working Dog Program Status Report**, AF Form 1205, **Narcotic Training Aids Accountability Record**.

RICHARD A. COLEMAN, Colonel, USAF
Director of Security Forces

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AFSPA—Air Force Security Police Agency

AETC—Air Education and Training Command

CFR—Code of Federal Regulations

CLEA—Civilian Law Enforcement Agency

CONUS—Continental United States

CSP—Chief of Security Police

DDD—Drug Detector Dog

DEA—Drug Enforcement Administration

DoD—Department of Defense

DOS—Department of State

EDD—Explosives Detector Dog

EOD—Explosive Ordnance Disposal

MAJCOM—Major Command

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MWD—Military Working Dog

NCISRFL—Naval Criminal Investigative Service Regional Forensic Laboratory

NEW—Net Explosive Weight

NSN—National Stock Number

OJT—On-the-Job Training

OSD—Office of the Secretary of Defense

SEI—Special Experience Identifier

SJA—Staff Judge Advocate

TDY—Temporary Duty

TO—Technical Order

USSS—US Secret Service

Attachment 2**IC 99-1 TO AFI 31-202, MILITARY WORKING DOG PROGRAM****1 AUGUST 1999****SUMMARY OF REVISIONS**

This interim change (IC) 99-1 rewrites paragraph 2.2, MWD Authorizations, Requisitions, and Depositions. This change mandates a baseline of 4-5 explosive detector dogs and two drug detector dogs per installation. The IC also gives guidance for exceptions to the baseline policy.

2.2. MWD Authorizations, Requisitions, and Dispositions. As a baseline, installations are authorized 4-5 explosive detector dogs and two drug detector dogs. Exceptions to this policy could be based on operational requirements, existing manpower/MWD authorizations, base population/geography, or other unit specific requirements. Exceptions will be staffed as variances and will be approved by the MAJCOM SF. Variances for drug detector dogs which exceed one-third of the unit's total MWD authorization must be coordinated through HQ AFSFC. Objective wing manpower standards will specify manpower authorizations for kennel masters, trainers, and handlers. Changes are staffed as variances. Requests for MWDs which exceed objective wing MWD manpower must also include an appropriate manpower variance. AFMAN 23-110, USAF Supply Manual and AFJI 23-224 (formerly AFR 400-8), DoD Dog Program, provide guidance on acquisition and disposition of MWDs.